2019

Name:

# Orientation Package
# Hutt Valley DHB Perioperative Unit

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# Hutt Valley DHB Values

## Our values @ Hutt

### ALWAYS CARING

Respectful
Kind
Helpful

### CAN DO

Positive
Learning and growing
Appreciative

### IN PARTNERSHIP

Welcoming
Listens
Communicates
Involves

### BEING OUR BEST

Innovating
Professional
Safe

HUTT VALLEY DHB

# Our Perioperative Unit

Our Perioperative Department includes

- Operating Theatres
- Post Anaesthetic Care Unit (PACU)
- Surgical Admissions Unit (SAU)
- Day Surgery Unit (DSU)
- Central Sterile Services Unit (CSSD)
- Anaesthetic Department
- Acute Pain Management Service (APMS)
- Booking Office (BO)

We provide **emergency** and **elective** surgical services in Orthopaedic, Ear Nose & Throat (ENT), Plastics, Burns, Maxillofacial, Dental, General, and Obstetric and Gynecological surgery.

# Philosophy of Care

We believe in the dignity and individuality of our clients/patients and their right to achieve their optimum health potential through comprehensive care for themselves and their families.

The eight Operating Theatres at Hutt Hospital opened in September 2011.

Our usual theatre for surgery is as follows:

OR 1 ENT, Dental & Oral
OR 2 Obstetrics and Gynecology
OR 3 Acutes
OR 4 Plastics
OR 5 Plastics
OR 6 Orthopaedics
OR 7 Orthopaedics
OR 8 General

# Welcome!!
# We are looking forward to working with you

# Contacts list (Hutt Hospital: 04 566 6999)

| Name | Position | Contact INFO |
|---|---|---|
| Surgical Admissions Reception | (to notify if absent from duty) | 04 570 9157 |
| David Walker | Interim Service Manager | |
| Shannon Harkness | Perioperative Manager | |
| Janine Gunn | CNM: PACU, SAU, DSU | |
| Colin Berry | Charge Anaesthetic Technician | |
| Lis Browne | CNM Theatre | |
| Ivy Zhang | ACNM Patient Flow (coordinator) | 8213 |
| Maurita Wessels | ACNM: PACU, SAU, DSU | |
| Shelagh Thomas | Manager CSSD | |
| Meriann Betham | CNC: ENT & Dental | Theatre 1 8061 |
| Rachel Neale | CNC: Oral & Maxillo-facial | |
| Maggie Zhang | CNC: Obstetrics & Gynaecology | Theatre 2 8062 |
| | CNC: Acutes | Theatre 3 8063 |
| Philippa Elliot | CNC: Plastics | Theatre 4 8064 |
| Linda Upton | CNC: Plastics | Theatre 5 8065 |
| Margot Clapham | CNC: Orthopaedics | Theatre 6 8066 |
| Carlos Navales | CNC: Orthopaedics | Theatre 7 8067 |
| Julie Pritchard | CNC: General | Theatre 8 8068 |
| Lee Wilmot | Perioperative Clinical Educators | (DD: 04 5872763) |
| Victoria Pointon | (please contact prior to placement starting) | X 2763 |
| (+ additional) | | theatre_educator@huttvalleydhb.org.nz |

# Hours of Work

The normal hours of work here are:

- 0800 -1630 in Theatre
- 0830 – 1700 in PACU
- 0700 – 1530 in SAU
- 0900 – 1730 in DSU

- **It is expected that you arrive on time for your shift and if you are going to be late or you are unwell and cannot come to call 04 570 9157 after 0700 and notify the coordinator. You must also notify your tutor**

- When you are assigned to a theatre, the person running the list in that theatre will expect you there for your shift. If you wish to change theatres or observe something else in the department, please check with that person as well as the coordinator before doing so.

During your shift you are allocated morning and afternoon tea breaks (10 minutes each) as well as a half hour meal break. There are no set hours for meal breaks as they are very much dependent on what is happening in theatre.

# Expectations of the Student Nurse while in the Perioperative Department

We have a few expectations of student nurses working in the Perioperative Department:

- You must complete the full shift that you are allocated to work – if you are unable to do so please discuss this with your preceptor or Clinical Educator. A lot of learning occurs at quiet times in the unit!

- It is important for your preceptor or the nurse you are working with that he/she is aware of your objectives

- You must comply with theatre policies and guidelines. These are available on the theatre drive.

- You should be interested in learning. We value the presence of clinical students in our environment, as it gives us an opportunity to teach and explain how and why we are doing things. This ensures we are constantly thinking about our patient and the effects of our actions on their lives. It requires us to keep up to date with research and evidence based practice, and to encourage student nurses to consider making a career in this specialty.

- If you are not achieving your objectives please see one of the Clinical Educators (before the last week in the unit).

- Please ensure all documentation you need to complete for the polytechnic/university is accomplished before the last days in the unit.

# Theatre Attire

- You need to change into theatre attire (scrub top and bottoms) on arrival in the department.
- For the duration of your placement you can wear a pair of clean trainers, which must not be worn outside.
- If available, you will be allocated a locker in the changing rooms for the duration of this placement. You may need to share this locker. If you bring a small combination code padlock with you on placement you may be able to use this.
- Jewelry apart from a plain wedding band is not permitted.
- Please change if you need to leave the department. You may wear theatre attire if going to the cafeteria to buy your lunch, however you must change into street clothes if you intend to sit down there for your break.
- Please dispose of your mask and wash your hands before leaving the theatre at the end of each case.
- Theatre scrubs are changed daily or if soiled.
- Always wear your name badge.

# Your Preceptor

We will endeavor to ensure that you mainly work within one specialty team who will be responsible for helping you complete your objectives; however, due to shift work this is not always possible. It is **your** responsibility to ensure the nurse you are working with is aware of your objectives for the day/week. You must provide evaluations and/or other paperwork to your preceptor in a timely fashion (i.e. not on the due date!!). Your preceptor will not complete any evaluations if you give it to them on your last days in the unit.

If you have any concerns or questions do not hesitate to contact the Clinical Educators.

# Safety Measures in the Perioperative Department

In the event of a cardiac arrest or medical emergency in the department, someone may ask for the emergency bell to be activated although this is not always necessary. You should know where emergency bell is and how to turn it on and off. During any emergency you need to stand back so as not to obstruct access to any theatre staff and follow the instructions of your preceptor or senior nurse.

If you discover a fire, follow the R.A.C.E.E guidelines:

REMOVE anyone from immediate danger

ACTIVATE FIRE ALARM and Phone 777

- State the exact location of the fire
- State your name and department

CONFINE FIRE & SMOKE

- Close smoke stop doors and windows
- Turn off Main Oxygen Valve and all portable cylinders.

EXTINGUISH FIRE

- Only if is safe to do so
- Only if you have been trained to use extinguishers.
- Do not take unnecessary risks

EVACUATE

- Check all rooms in your area, if safe to do so.
- Leave the building using the nearest safe exit (if indicated).
- Follow the instructions of the Fire Warden or Nurse in Charge

Activation of the Fire Alarm and Notification to the operator must be an Immediate Priority.

If you hear the fire alarm sound but see no fire then follow the instructions of the coordinator or fire warden and the overhead page.

# Health and Safety

On your first shift you will be given a health and safety briefing by either a Health and Safety representative, or the Clinical Educators. Please ensure you are aware of the hazards in this area. If you find something hazardous you must report this to someone senior in the department. Where Personal Protective Equipment is supplied you must use it as directed.

# Security

On the first day of your placement you will be allocated an assigned swipe card to enable you to access the perioperative department and the theatre changing rooms. It is your responsibility to keep this in your safe possession at all times, report its loss immediately, and return it to the Perioperative Clinical Educators on the last day of your placement.

You will need to bring a small padlock for your locker for the duration of your placement. Please do not bring large quantities of valuables as our change rooms are not under direct view at all times and there are large numbers of people using them. You may be asked to share a locker. Please do not open the change room doors for people without valid HVDHB identity cards.

# Treasure Hunt

This list is designed to help you become familiar with the environment, but is by no means exhaustive of all the things you will be required to locate.

- ☐ 10 ml syringe
- ☐ Tonsillectomy tray
- ☐ PCA machines
- ☐ Difficult intubation trolley
- ☐ CNE & both CNM Offices
- ☐ ACNM PACU office
- ☐ Adrenaline1:1000
- ☐ Suction liners
- ☐ Staff tearoom
- ☐ Hartmanns
- ☐ Lab forms
- ☐ Tourniquet
- ☐ Prone pads
- ☐ Visor masks
- ☐ Dressing scissors
- ☐ Alcohol Swabs
- ☐ Microchoice console
- ☐ Size 12 Foley Catheter
- ☐ Tonsil swabs
- ☐ Debakey forceps
- ☐ Acute whiteboard
- ☐ Medipore tape
- ☐ coffee
- ☐ Swabs
- ☐ A new box of size 7 sterile gloves
- ☐ “Notes on Injectable Drugs”
- ☐ Paediatric trolley
- ☐ Alexanders care of the patient in surgery book
- ☐ Suction Equipment
- ☐ Paediatric ambubag
- ☐ Hogies/Eye protection
- ☐ Defibrillator
- ☐ Size 3 guedal airway
- ☐ Denture envelopes
- ☐ Emergency Bell
- ☐ Medium gloves
- ☐ Incident Forms
- ☐ Diathemy pads
- ☐ Ice machine
- ☐ Headlight
- ☐ Povidone Iodine 10%
- ☐ Dermatome blades
- ☐ Diprivan
- ☐ Staffing allocation folders in OT, SAU & PACU
- ☐ 5/0 Nylon 1666
- ☐ Where to store your bags

# Objectives

It is our aim to provide you with knowledge and skills that will be useful in any area you may choose to work in the future. We endeavor to provide you with a basic understanding of what perioperative nurses do and how they make a difference to a patient's care in Theatre, how to care for an unconscious patient and the basic principles of airway management. You may have developed some objectives for your own learning during your time here. Please feel free to discuss these with the Clinical Educators.

## Theatre

- Develop an understanding of the role of each person in theatre.
- Have an understanding of what patients experience when they have an operation.
- Observe operations and have an understanding of sterile fields and techniques.
- Medico - legal aspects associated with surgery.
- Safe positioning and caring for anaesthetized patients.
- Become familiar with documentation relating to Theatre.

## Post Anaesthetic Care Unit (PACU)

- Develop skills in caring for unconscious patients and those emerging from anaesthesia.
- Basic airway management skills.
- The diagnosis and treatment of postoperative complications.
- Monitoring and how to interpret data.
- Develop an understanding of Post-operative drugs especially analgesia.

## Anaesthetics

- Develop and understanding of the role of the anaesthetic technician and anaesthetist.
- Become familiar with basic equipment used for intubation.
- Become familiar with monitoring equipment and how to interpret data.

## Day Surgery Unit (DSU) and Surgical Admissions Unit (SAU)

- Become familiar with the care planning documentation for some procedures
- Perform the preoperative preparation of a patient for surgery
- Have an understanding of post-operative care of the surgical day case patient
- Develop an understanding of the use of antiemetic medications in the post-operative patient
- Develop an understanding of the discharge criteria and follow up for day surgery patients

# Common Procedures in the Perioperative Department include:

- Hip/knee replacement
- Excision of tumour/lesion (melanoma, BCC, SCC) and repair/reconstruction
- Appendectomy
- Hernia repair
- Tonsillectomy
- Caesarian Section

# Common Medications

In theatre at HVDHB nurses do not give IV medications. Only those in PACU and DSU need to complete regular IV competence. However some medications that you could read up on before your placement are:

- Adrenaline
- Atropine
- Bupivacaine
- Cefuroxime Sodium
- Midazolam
- Neostigmine
- Ondansetron
- Propofol
- Rocuronium
- Suxamethonium
- Naloxone

# Pre-reading/Resources

There is no required pre-reading for the perioperative department. However we have a large amount of resources available to you and there will be some reading for you during your placement so come prepared to learn.

# Terminology

| Word/Phrase | Meaning/Definition | Acceptable Abbreviation (if any) |
|---|---|---|
| -oscopy | | |
| -pexy | | |
| -otomy | | |
| -ectomy | | |
| -desis | | |
| -plasty | | |
| -orraphy | | |
| resection | | |
| excision | | |
| Bx | | |
| EUA | | |
| I & D | | |

| Word/Phrase | Meaning/Definition | Acceptable Abbreviation (if any) |
|---|---|---|
| WLE | | |
| PACU | | |
| SCDs | | |
| D & C | | |
| MUA | | |
| ERPOC | | |
| TKJR | | |

# Evaluation of your Clinical Placement

Please return your evaluation to the Clinical Educators

Name of Preceptor/ Specialty _____ Date_____

**E =** Excellent **VG =** Very Good **S =** Satisfactory **NI =** Needs Improvement

Please read the following statements then tick the box that best indicates your experience

| **My Clinical Placement …:** | **E** | **VG** | **S** | **NI** |
|---|---|---|---|---|
| Was welcoming and expecting me on the first day | | | | |
| Demonstrated good role modeling and I was shown safe and competent clinical practice | | | | |
| Was approachable and supportive | | | | |
| Acknowledged my previous life skills and knowledge | | | | |
| Provided me with feedback in relation to my clinical development | | | | |
| Provided me with formal and informal learning opportunities | | | | |
| Applied adult teaching principals when teaching in the clinical environment | | | | |

Describe what you enjoyed while on clinical placement:

_____

_____

_____

Describe anything you would like done differently

_____

_____

_____

Signed: Name: Date:

# Contact details

The staff in the Perioperative department care about your well-being as well as your education. They will notice and be concerned if you don't arrive for a planned shift, if there is illness in the department or in the case of an emergency. They may need to contact you to check you're ok and to let you know if there needs to be a change to your shifts.
Please could you provide us with your contact details and an emergency contact using the form below

**This information will be kept by a senior staff member for the length of this placement and then will be destroyed. It will not be shared with anyone else without your permission unless there is an emergency.**

| | |
|---|---|
| Your Name | |
| Your Home Phone number | |
| Your mobile phone number | |
| Name of emergency contact | |
| Phone number of emergency contact | |

# Contacting your Tutor/CTA

From time to time the staff on the ward may need to contact your tutor regarding your progress, for support or in the case of problems.
Please could you supply the contact details for the tutor/CTA that will be supporting you during this placement, in the form below.

| | |
|---|---|
| Name of Tutor/CTA | |
| Phone number for Tutor/CTA | |

**Please complete a new form before each new placement and give it to the senior staff at the beginning of your placement.**

Thank you

# Notes page

Please use this space for notes, questions you have or things that you would like to learn